

Screen Form 770 - Tax Year 2016

Process

[SCREEN LOCAL FILED TAX RETURNS - TAX YEAR 2016](#)

Effective Date

01/01/2017

Purpose

This task is performed to ensure the Tax Year 2016 Form 770 is complete and that informational screening codes are on the return. This task is performed by Representatives in the Commissioner of Revenue's Office.

This task covers the screening of **Form Type 770** in the following categories.

- **Category 3:** Tax Due return received with or without payment
- **Category 4:** Refund returns

This task is performed at the same time as General Screening.

Please refer to TASK: [General Screening of Individual Income Tax Returns - Tax Year 2016](#)

Special Notes

- Each bundle of work received should contain only one Category and one Form type. Do not mix types of work.
- The return is "coded" by writing the appropriate screening codes in the bottom right corner of Page 1 of the return.
- Making extensive changes to the return will result in processing delays and may cause errors.
- To assist a customer needing extensive changes, prepare a new 770 return and obtain the customer's signature. Give the original 770 return back to the customer because including it behind the correct return may cause processing problems and errors

Procedure

Responsibility

Commissioner of Revenue's Office Locality Representative

Steps

1. Screen the first return.
2. Review the address and ensure the appropriate FIPS code for that city or county appears in the Locality Code field.
3. If the FIPS code is missing, determine and write the appropriate FIPS code in the Locality Code field using RED ink.

4. Ensure the Federal Employer's Identification Number (FEIN) of the Estate or Trust has been entered in the box in the upper right corner of Page 1.
 - A. If the FEIN is missing,
 1. Review all attachments to locate the missing FEIN.
 2. Write the located FEIN in the appropriate field(s).
 - B. If the FEIN is missing AND cannot be found in the documents, set the documents aside for further research by the designated representative.
 - C. If the FEIN cannot be located after research, write "FEIN Researched" written in the right margin of the return next to the FEIN field.
5. Screen the Resident / Nonresident indicators.

NOTE: The indicator is a checkbox on the Handprint form or an "X" indicator in a field on the CG form.

 - A. If an indicator is marked, go to Step 6.
 - B. If no indicator is marked, review the address and other documentation and check the appropriate box.
6. Review for Credit for Tax Paid to Another State.

NOTE: The credit is claimed on Line 5(d) of Form 770 with the details listed on Page 2, Schedule 4, Line 7.

 - A. If the Credit is not claimed, go to Step 7.
 - B. If the Credit is claimed AND if the other state's tax return **is included**, go to Step 7.
 - C. If the Credit is claimed AND the other state's tax return **is not included AND**
 1. If the total credit is less than \$500, the other state's income tax return is not required. Go to Step 7.
 2. If the total credit is equal to or greater than \$500, code "**MX**".
7. Determine if Form 760C or 760F is included.
 - A. If Form 760C or 760F **is not** included, go to Step 8.
 - B. If Form 760C or 760F **is** included, code "**CX**".
8. If the Farmer, Fisherman, and Merchant Seaman checkbox is checked, code as follows:
 - **Return filed on or before March 1, 2017** - code "**IX**"
 - **Return filed after March 1, 2017** - code "**UX**"
9. Review the return's mail received date to determine if the return is timely or late.
 - A. If the return was accompanied by an envelope, the postmark date will be handwritten below the actual postmark date.
 - B. If the return was hand-delivered, the mail received date will have been written in MMDDYY sequence in the bottom center of page 1 of the return.

NOTE: **Calendar year** returns are due **May 1st** except for returns marked Farmer, Fisherman, or Merchant Seaman. For returns filed by a Farmer, Fisherman, or Merchant Seaman, the due date is **March 1st**.

NOTE: **Fiscal year** returns are due the 15th day of the 4th month after the ending period date.

Example: Fiscal filing period beginning/from: 06/01/2016 and ending/to 05/31/2017, the due date is 09/15/2017.
10. Place the return aside in one of the following stacks.
 - **Timely** Farmer, Fisherman, Merchant Seaman returns
 - **Late** Farmer, Fisherman, Merchant Seaman returns
 - All other returns

NOTE: Farmer, Fisherman, Merchant Seaman returns are identified and noted separately as **Timely** or **Late** for transmittal to TAX to ensure special handling.
11. Repeat Steps 2 - 10 until all returns have been screened.
12. Gather the screened 770 returns.
 - A. Secure the bundle with a rubber band or paper clip when there are too few returns to be banded.

- B. Place the completed bundle in the designated location for transmittal to TAX.

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